



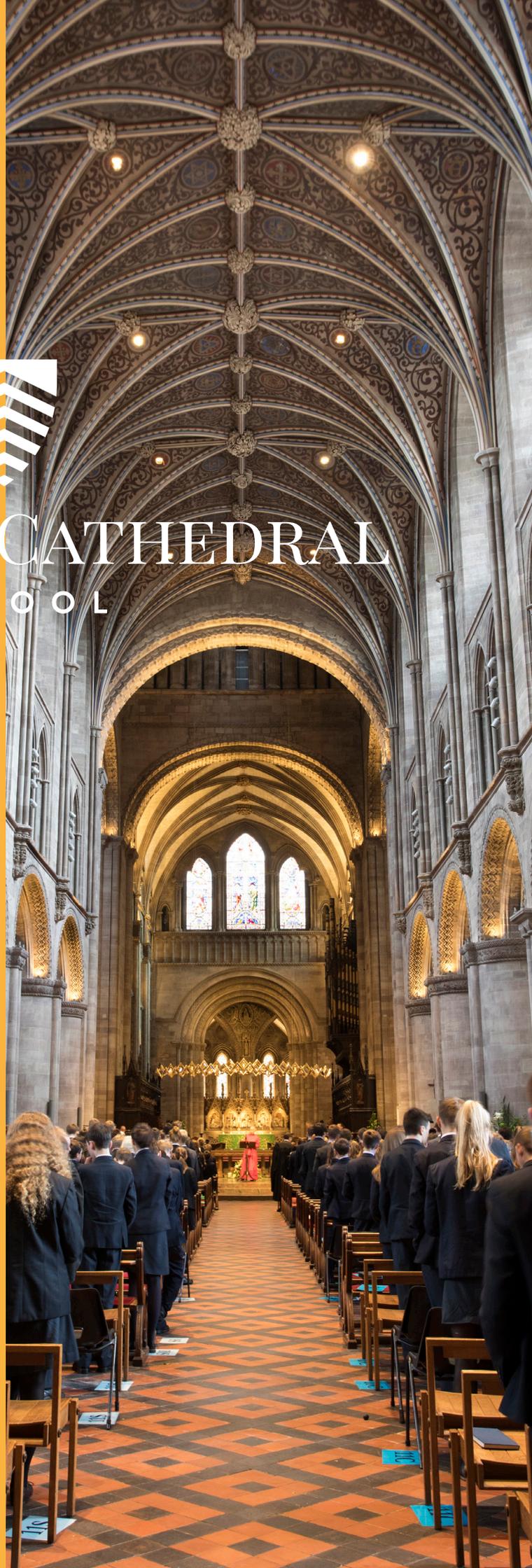
# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION

## Head of Modern Foreign Languages

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)



# HEADMASTER'S WELCOME



Hereford Cathedral School is a place where both staff and pupils alike are happy, purposeful, and fulfilled. Situated in the beautiful Cathedral Close, we seek to live out our Christian values, which include kindness, compassion and care for one another. We believe in holistic education where impressive academic outcomes are supported by artistic and cultural achievements, individualised pastoral care, and an emphasis on character education.

I believe that there has never been a more exciting time to join HCS. While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision which values continuous professional development, a culture of collaboration, reflective practice, and where colleagues are nurtured, supported and encouraged in their careers.

I look forward to meeting you and hope that you will want to join our wonderful community.

*Yours ever,  
Michael*

**DR MICHAEL GRAY**

Headmaster, Hereford Cathedral School

# AIMS, ETHOS & VISION

**We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. Hereford Cathedral School's culture produces well-balanced, confident and considerate young adults ready for the wider world.**

We seek:

- To meet pupils' academic and personal needs and to promote virtuous character and Christian values;
- To provide an environment in which pupils feel valued and learn to work collaboratively;
- To provide a balanced, innovative and challenging curriculum with a wide range of extra-curricular opportunities;
- To encourage pupils to achieve their academic potential and to foster a culture in which teaching and learning of high quality are given central priority;
- To ensure the highest quality of pastoral care, support and guidance; and
- To equip all pupils to thrive in a rapidly changing world.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We believe that the best education is a partnership between school and family; we place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the School and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain attributes, dispositions and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.





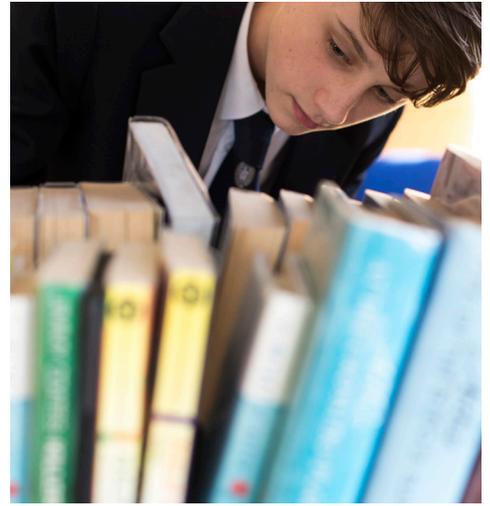
## A B R I E F H I S T O R Y

Hereford Cathedral School is the fifth oldest school in the UK and is thought to have been founded as a song school attached to Hereford Cathedral in the Seventh Century. The first written reference of the School dates back to Bishop Gilbert's letter of 26 December 1384 appointing Richard of Cornwall as Headmaster.

The Junior School (formerly Hereford Cathedral Preparatory School) is also rich in history and was founded in 1898, moving to its current location in 1925.

*"Pupils' learning is enhanced by access to a wide curriculum, extensive extra-curricular opportunities, appropriate resources and a positive learning environment."*

HEREFORD CATHEDRAL SCHOOL'S 2020  
INDEPENDENT SCHOOLS INSPECTORATE REPORT



## LIFE AT THE SCHOOL

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the School, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. We seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to and supportive of our Christian ethos, although we welcome and value those of other faiths, too.





## MODERN FOREIGN LANGUAGES AT HEREFORD CATHEDRAL SCHOOL

The Modern Foreign Languages Department is one of the largest in the School, with a dynamic team of professionals who are passionate about instilling a love for language learning, both in and outside the classroom. Every pupil has the opportunity to learn French or Spanish from Year 7 and we regularly see our A-Level linguists take MFL at university.

The MFL Department is situated on the top floor of the Zimmerman Building in Church Street, which provides a base for the two Foreign Language Assistants, four full-time and one part-time member of staff. We have three native speakers in the department, which often means we can be heard speaking the target languages when out and around the school – an important way to allow pupils to hear that MFL is not just used in the classroom.

Modern Foreign Languages are core GCSE subject at HCS. All Year 7s will start with Spanish in term one and then switch to French for terms two and three. In Years 8 and 9, pupils have timetabled lessons in both MFLs and are expected to choose one for GCSE. We are fortunate in that every year we have a dual linguist set at GCSE and our A-Level uptake remains good. Numbers are strong and growing in the Sixth Form, with classes in both French and Spanish in each of Year 12 and 13, and we often have dual linguists at A-Level as well.

We are three years into our Russian GCSE fast-track programme, which is offered to our keen linguists. Groups of two to five are taken through the GCSE course in two years, starting in Year 11. We also offer Mandarin and Italian clubs for beginners. It is important to the Department that the opportunity to hear, learn and explore other languages is afforded to our pupils.

In normal times we run a well-established and well-loved annual languages immersion trip to the beautiful southern French city of Montpellier, for the GCSE and A-Level French linguists. The pupils stay in pairs with carefully selected host families and attend between 9 and 12 hours of French lessons at the languages school in the heart of the city. There are cultural trips and excursions as part of the experience. We also offer a lower school trip to

Normandy, where pupils in Years 8 and 9 experience cheese making, typical French markets and the famous beach landings. In Spanish we offer a similar experience with an exams group immersion trip (the city varies each year) and a lower school cultural trip. Previous destinations have included Zaragoza, Madrid and Alicante, as well as flamenco classes and a lesson in how to make a traditional paella.

We are very fortunate to have two Foreign Language Assistants who have been with the department for over five years. They work primarily with the exam groups and have a timetabled 1:1 lesson each week with all the A-Level linguists, focusing on their speaking skills. Our two FLAs also run various speaking clubs and revision sessions and are an invaluable part of the fabric of this busy and thriving department.

Every two years we host our popular Languages No Limits careers event, which sees guest speakers presenting to both HCS pupils and pupils from other local schools, about their experience using languages in the workplace. This has proved invaluable in retaining linguists at A Level and in promoting the value and importance of an MFL on a CV.

We regularly run competitions and have taken our pupils to French debates and university workshops, as well as running a week-long programme at the start of the new academic year to coincide with European Day of Languages. The Department recently won the national award for the best original French song for the annual competition run by the Institut Français.

We aim to bring languages alive to the pupils and to ensure that when they leave us, they do so with a cultural understanding of the world around them, with the tolerance and respect needed to embrace other countries and people.





## *A beautiful city, culture and a taste of tranquil countryside*

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond – with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside – affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide range of independent eateries, great places to eat and drink; an Odeon cinema and a great shopping centre. Commuting is easy with good transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The Cathedral and School play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

Find out more about what Herefordshire has to offer on the [Visit Herefordshire website](#).

### HOUSE PRICES IN HEREFORD

(taken from [rightmove.co.uk](#), September 2021)

Properties in Hereford had an overall average price of £245,442 over the last year. The majority of sales in Hereford during the last year were semi-detached properties, selling for an average price of £235,680. Terraced properties sold for an average of £189,269, with detached properties fetching £347,863.

Overall, sold prices in Hereford over the last year were 11% up on the previous year and 13% up on the 2018 peak of £216,917.



# THE ROLE: HEAD OF MODERN FOREIGN LANGUAGES (TEACHER OF FRENCH AND SPANISH)

SEPTEMBER 2022

**Location:** Hereford

**Description:** Full time and permanent

Hereford Cathedral School seeks to appoint a dynamic and enthusiastic Head of MFL with the ability to teach French to A-Level and, ideally, Spanish to GCSE (although this is not essential, KS3 Spanish experience is sufficient). The successful candidate will set the vision and direction for the department and be responsible for ensuring that our curriculum is aligned to excellence to A Level and beyond.

This is a role for a teacher wishing to take the next step in their career as well as an experienced teacher/HoD already, who can lead a team of committed and talented teachers, as well as inspire the next generations of linguists. Leadership experience is not essential, but applicants must be able to demonstrate the skills required to lead a department.

## **We seek someone:**

- Who is an outstanding teacher of MFL
- Who can lead and line-manage the team of four qualified teachers and two FLAs
- With a passion for languages who understands their importance and is able to inspire and motivate our pupils
- Who will interpret data and tracking to ensure that all pupils make necessary progress
- Who is keen to ensure the MFL trips programme continues and thrives

- Who is willing to provide co-curricular opportunities for pupils to discover language and culture
- Who will take responsibility for the quality of MFL provision, teaching, curriculum and assessment
- Who is able to oversee the MFL exam schedule and facilitate the necessary speaking exams – mocks and public exams
- Who can keep up-to-date with the changes from exam boards, specifications and government guidance, and who can communicate these effectively to the team
- Who is keen to offer outreach opportunities with languages
- Who will liaise with the Head of French in our Junior School to ensure a smooth and coherent transition for the new intake

**In return we will offer you:**

- A highly talented and supportive staff and governing body
- Access to our effective Professional Learning programme which includes our vision for Cultures of Thinking
- Enrichment opportunities through our exceptional extra-curricular opportunities
- And finally, the chance to work with outstanding pupils

*“The quality of the pupils’ personal development is excellent. Pupils show excellent levels of self-understanding and spirituality for their age...and make an excellent contribution to the school, the local community, and the wider world.”*

HEREFORD CATHEDRAL SCHOOL'S 2020  
INDEPENDENT SCHOOLS INSPECTORATE REPORT



# JOB DESCRIPTION: HEAD OF MODERN FOREIGN LANGUAGES

(TEACHER OF FRENCH AND SPANISH)

**Post title:** Head of Modern Foreign Languages, based at Old Deanery, The Cathedral Close, Hereford HR1 2NG

**Salary:** As per contract

**Hours/weeks:** Full time

## **Purpose of this Job Description:**

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster:

## THE ORGANISATION

Hereford Cathedral School is one of the UK’s leading independent co-educational day and boarding schools. Providing pupils aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further information from <http://www.herefordcs.com>

## REPORTING LINES

The post holder reports to the Deputy Head (Academic).

## ACCOUNTABILITIES

- To lead the department
- To contribute to the department by carrying out the professional duties of a teacher
- Manage the academic budget

# RESPONSIBILITIES

- Leadership of the department and its teachers and teaching support staff, including FLA in French and Spanish
- To teach and deliver an inspiring, challenging and balanced curriculum to students that supports the subject areas
- To assess, record and report on the development, progress and attainment of pupils
- To conduct appraisals of teaching and teaching support staff
- To continue to embed the Cultures of Thinking ethos within the Department and whole school
- To attend half-termly Heads of Department meetings as well as Heads of Faculty meetings
- To liaise with the Deputy Head (Academic) to ensure a coherent programme of study for pupils
- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere.
- To lead the development of the department and contribute to the departmental and overall School aims and objectives
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice.
- Manage the professional development of your teaching and support staff.
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date
- Undertake whole school duties as outlined annually
- To support through involvement in the School's extra-curricular activities.
- Safeguard and promote the general wellbeing of pupils and to be a role model for pupils at all times
- Develop enrichment activities to enhance teaching and learning including exchanges, trips and competitions
- Use department meetings and INSET to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject
- To encourage, facilitate and participate in the development of ICT within the department and to support the ongoing development of the Digital Strategy
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a departmental presence at the start of every external examination in the subject. To ensure the accuracy of exam entries and data.
- To analyse and understand exam data and to report to the Deputy Head (Academic) and Headmaster on post-exam results
- To lead/oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements

# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

## HEALTH AND SAFETY

As an employee you are expected:

- to take reasonable care of your own health and safety;
- to take reasonable care not to put other people – fellow employees and members of the public – at risk by what you do or don’t do in the course of your work;
- to co-operate with your employer, making sure you get proper training and you understand and follow the company’s health and safety policies;
- not to interfere with or misuse anything that’s been provided for your health, safety or welfare;
- to report any injuries or illnesses you suffer as a result of doing your job;
- to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury); and
- if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Degree level qualification  Evidence of involvement in relevant professional development	Masters degree or above  Qualified Teacher Status  Other relevant professional qualifications
<b>Experience and knowledge</b>	Excellent knowledge and understanding of the curriculum and a passion for the subject  Ability to teach French up to and including A Level, and Spanish to Key Stage 3  Knowledge and experience of lesson planning, use of resources and assessment.  Understanding of the theory and practice of effective teaching  Successful teaching at secondary/sixth form level  Knowledge of Safeguarding and Child Protection of Young People	Experience of creating a positive learning environment for pupils  Spanish to Key Stage 4  Development of schemes of work  Worked effectively as a form tutor

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Skills and abilities</b>	<p>Build and maintain effective relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills</p> <p>Inspire, challenge, motivate and empower others</p> <p>Able to listen and reflect to seek continuous improvement and promote best practice</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Values and takes responsibility for own professional development</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Ability to deliver feedback effectively</p> <p>Able to contribute to the School's extra-curricular activities programme eg coach a sports team, CCF, DofE</p>
<b>Aptitude</b>	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p>	
<b>Circumstances</b>	<p>Ability to work flexibly - some earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	<p>Understanding of the requirements of Equality and Diversity</p>	

## HOW TO APPLY

An application form and information pack may be downloaded from the school website:  
[www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)**

The closing date for applications is **25 January 2022** and provisional dates for the two rounds of interviews are **27 January 2022 (online)** and **31 January 2022 (in-person)**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks.

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.